



**MINUTES OF THE MEETING OF THE GOVERNING BODY OF THE COURT
SCHOOL HELD ON WEDNESDAY 15th DECEMBER 2021 AT 5.00PM –
VIA MICROSOFT TEAMS**

PRESENT: G Hunt (Chair), R Cadwallader, R Bent, E Cousins, S Bounds, S Jenkins, G Webb, A Griffiths, and J Beesley (Headteacher).

ALSO PRESENT: N Purcell (Teacher), and C Jones (Clerk).

Minute		Action
1.	Welcome and Apologies for absence.	
1.1	The Chair welcomed governors to the meeting.	
1.2	Apologies were received and accepted for D Sargent, N Pearson, and J Shimmin.	
1.3	Governors welcomed new Parent Governor Amy Griffiths to the meeting and Amy introduced herself.	
1.4	The meeting was quorate.	
2.	Declaration of interest in agenda items.	
2.1	Declaration from the Headteacher and staff governors in Item 19 – Performance Management of Headteacher.	
3.	Approval of draft full governing body minutes 20.10.21.	
3.1	<p>The minutes of the previous meeting on 20th October 2021 were approved as a true and accurate record pending some changes:</p> <ul style="list-style-type: none"> - Minute 11 - 'Email Risk Assessment to Governors' removed. - Minute 12 – Ross Fitzpatrick <u>is</u> the school's Acting Deputy Headteacher. - Minute 16 – 'My Concern' to be added. 	

J. Hunt 4.12.22

4.	Matters Arising 20.10.21. <u>Matters Arising.</u>	
4.1	<u>Minute 8.1</u> An email had been sent to parents inviting them to monthly coffee mornings.	
4.2	<u>Minute 11.1</u> The Headteacher would be meeting with the school's Local Financial Management Officer on 16 th December 2021.	
4.3	<u>Minute 11.5</u> A copy of the current COVID-19 Risk Assessment would be emailed to governors.	
4.4	<u>Minute 12.2</u> The Headteacher thanked governor E Cousins for assisting with the interviews for a permanent Administrative Officer. Emma Gudgeon was appointed. Governors thanked Emma for her excellent minutes of the recent Finance Committee. Teacher governor S Jenkins had also assisted with the interviews for a student placement at the school from the Applied Psychology Course at Cardiff University. A student had been appointed and was settling in well.	
4.5	<u>Minute 12.6</u> Behaviour was generally good. Alyson Richards and a couple of teachers had supported a pupil with mental health issues. Governors asked whether the pupil had been excluded. The Headteacher advised that they had not.	
4.6	<u>Minute 12.7</u> Attendance was approximately 75% which is down from the usual 90% due to the pandemic and other illnesses.	
4.7	<u>Minute 12.8</u> The meeting with Schools Organisational Planning went ahead on 10 th November 2021. It was discussed that the consultation for the new building had been extended.	



	<p>The school had been working with Sarah Pritchard from the local authority, and felt that a lot of time was being demanded from the school.</p> <p>The Headteacher would email an update on the progress of the consultation to governors.</p>	
4.8	<p><u>Minute 19.3</u></p> <p>The approved minutes of full governing body meetings were being published on the school website.</p>	
4.9	<p>The Headteacher advised governors that Estyn had carried out an engagement visit at the school. The feedback was very positive and behaviour and relationships between staff-pupils were considered to be very positive.</p>	
5.	Review of governing body member/ instrument of government.	
5.1	<p>There was a vacancy for a Parent Governor.</p>	
6.	Review committee structures/ specific responsibilities/ link governors.	
6.1	<p>Governor R Cadwallader had replaced E Cousins on the Staff Disciplinary Appeals Committee.</p>	
7.	Governor training and development.	
7.1	<p>New Parent Governor A Griffiths had completed the mandatory Data, and Induction training.</p>	
8.	Committee reports.	
8.1	<p>There were no reports.</p>	
9.	Report from Neil Purcell (re outreach role)	
9.1	<p>N Purcell shared a Powerpoint presentation on screen.</p> <p>The role of the Transition Support Teacher and Specialist Teacher of Emotional Health & Wellbeing was discussed.</p> <p>N Purcell was the parent contact for any queries from parents relating to transition.</p>	
9.2	<p>The destination of pupils in September 2021 from Year 6 was discussed in detail, and projections for 2022 were given.</p> <p>The majority of leavers in 2021 attending specialist provision in a high school setting. However, a couple of pupils were doing well in mainstream high schools, and one pupil was being educated other than at school (EOTAS).</p>	

9.3	<p>Governors asked whether there was a difference in where pupils went after Year 6 now compared with a few years ago. The Headteacher advised that in the past, nearly all pupils would have attended Greenhill School. He advised that this is no longer the case and that pupils leaving the Court School transition on to a number of High School placements matched to their needs.</p>	
9.4	Governors thanked N Purcell for his presentation.	
10.	Review of Policies.	
10.1	<p>Governor R Bent had reviewed the Teaching and Learning Policy emailed to governors prior to the meeting, with some small recommendations suggested. Having reviewed the policy, the full governing body approved the Teaching and Learning Policy.</p>	
10.2	<p>The Cardiff Council School Pay Policy had been emailed to governors prior to the meeting. Governors had reviewed the policy and approved it.</p>	
10.3	The Chair would sign both policies.	GH
11.	School Improvement Plan.	
11.1	<p>An update on the School Improvement Plan (SIP) was presented on-screen by the Headteacher. The Headteacher explained that there were five inspection areas. There was a summary of the SIP on the school website.</p>	
11.2	<p><u>Inspection Area 1 - Improve teaching and learning of Mathematics and Numeracy.</u> The Headteacher advised that 'Big Maths' was being used throughout the school.</p>	
11.3	<p><u>Inspection Area 2 - Employ strategies to maximise the health and wellbeing of pupils and improve their attitude to learning.</u> An organisation called 'Forces Fitness' was working with older pupils. There had been four trips to Storey Arms. Pupils and staff felt that the trips were very successful. An organisation called 'Cariad Pet Therapy' was working with the school so that pupils could interact with animals.</p>	
11.4	<p><u>Inspection Area 3 - Continue to improve teaching and learning across the school.</u> The Headteacher had met with staff to discuss their thoughts on 'therapeutic approaches' and excellent Teaching and Learning.</p>	

	Some learning walk had been carried out but many had to be postponed due to the impact of COVID-19.	
11.5	<u>Inspection Area 4 - Implement person-centred annual reviews.</u> Paperwork had been made easier for teachers to complete, and pupil statements were looked at in more detail.	
11.6	<u>Inspection Area 5 - Continue to refine curriculum and move towards new 'Curriculum for Wales'.</u> Teachers had undertaken curriculum audits but these need to be revised. There would be one uninterrupted day per half term for teachers. Curriculum sub-committee meetings would be arranged with governors.	
11.7	<i>Continue to employ strategies to maximise the health and wellbeing of staff.</i> There was a growing SLMT with middle leaders coming through. Staff governors felt that morning briefings had been beneficial, but felt that any changes in the school could be better communicated to all staff. An INSET day would be dedicated to the performance management of staff.	
11.8	Governors requested regular updates on the SIP.	JB
12.	Children who are looked after.	
12.1	The Headteacher advised that all 5 pupils were doing well.	
13.	Health & Safety.	
13.1	The school had to close for four days due to an issue with the heating system. The Headteacher was concerned that the school had also closed last year due to another building issue.	
14.	Safeguarding.	
14.1	There was nothing to discuss.	
15.	Correspondence.	
15.1	The Headteacher had received two letters of resignation from staff.	
16.	Any Other Business.	
16.1	There was no other business.	
17.	Determination of matters to be regarded as confidential.	
17.1	Minute 19.	

18. 18.1	Date, time, and focus of next meeting. The next meeting was 9 th February 2022, at 5pm via Teams.	
19. 19.1	Headteacher Performance Management and pay. Item 17.	